

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, April 06, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 06, 2015** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Peter Hojnicky, Metropolitan Police Chief; George Georgeff, Commander, Highland Metropolitan Police Department; Susan Murovic and Steve Mileusnich of the Advisory Board of Zoning Appeals; Randy Bowman, Assistant Inspector for Electric; Laura Wanicki, Secretary, Highland Parks and Recreation Department; Bob Johnston, Assistant Public Works Director; and Ed Dabrowski, IT Consultant (Contractor) were also present.

Additional Present: Dion Katsouros, Manager, The Skillman Corporation; Bridget DeYoung, Town Theater Board of Directors, were also present.

General Substance of Matters Discussed

1. *Status and Disposition of Police Station Construction.* Mr. Dion Katsouros from the Skillman Corporation distributed the updated printed status report and then offered a cursory overview of its contents.

Mr. Katsouros indicated that he estimated the project was approximately six weeks behind its desired timetable. He further represented that would mean an approximate completion time of mid October. Mr. Katsouros opined that the schedule would actually "catch-up" and the schedule could be partially recovered.

The Town Council and Mr. Katsouros discussed the correctives to concerns raised earlier by Cottage Grove Street residents regarding undue noise generated by the construction workers starting too early. Mr. Katsouros also reported that the parking issues raised by neighborhood residents were also addressed and no further problems were being reported.

The discussion included conditions of the concrete and how cracks are inevitable. Finally, Commander Georgeff discussed what persons to include and how names would be depicted on the police station dedication plaque. It was noted that Councilor Brian Novak and the late Councilor Dennis Adams would be included too.

2. *Discussion with Police Chief of the IT Position Job Description.* The Police Chief provided the most recent iteration of the proposed job description of the police department's revised information technology position, entitled Systems Administrator/Training Officer. It was noted that the current iteration was approved by the Town Board of Metropolitan Police Commissioners. It was noted that the position was revised in part owing to the imminent retirement of Corporal Jerry Koedyker, who performed many of these functions.

The discussion included an exploration of the Police Chief's request to provide salary range for the position of \$52,000 to \$58,000 annually, with no group health care benefits,

allowing three weeks vacation, 11 holidays, no overtime only compensatory time, no pension coverage, and \$600 per year uniform allowance. The Police Chief believed he would fund this from moving money from an other existing funded personnel services account.

The Police Chief discussed the possibility of needing an interim rate possibly that would be hourly to allow flexibility in the event there may be a more protracted search for a candidate to fill the position. He further discussed the possibility of needed more flexibility in case a candidate may need benefits.

The discussion included whether the position could serve the all departments of the town for the IT function.

3. *Discussion regarding quality of service issues with the telephone systems.* It was noted that owing to issues with reliability, the Police Department would be departing from COMCAST telephone services.

The Town Council and various employees representing departments of the town commented on their experiences with the Comcast telephone system. Ms. Wanicki of the Parks and Recreation Department indicated that her department struggled with phone features such as "parking a call". It was noted that even with training, the steps to achieve some of the functions previously enjoyed were difficult requiring many more steps.

Mr. Dabrowski noted that with the voice over internet technology there were no "lines" in the manner that was previously the case with AT&T.

The Clerk-Treasurer indicated he understood the imperative of the police department to change services. He was aware that the phones have been inoperative more than once and that could not ever be acceptable for the public safety function. He further indicated that his staff and he had experienced caller fading, and loss of service associated with the internet being down. He suggested that the absence of redundant systems were troubling.

The Town Council discussed the possible merits of engaging an independent evaluation of the current system to determine whether to continue the Comcast telephone system. Commander Georgeff suggested that he would contact a independent consultant.

4. *Discussion of vestigial or dormant fund balances and their disposition.* The Clerk-Treasurer reviewed a report he provided reporting on ten different funds that were no longer needed, some of which had unused, unencumbered balances. Some of the funds were grant funds the final disposition of which may require reviewing grantor stipulations. The Council indicated no objection beginning to take the steps for the defeasance of the several funds and transfer any of the unused, unencumbered balances to the proper receiving funds.
5. *Discussion of Resolution Authorizing Reimbursement of payments made by the Public Building Corporation to a contractor retained by the municipality. (Two contractors were retained from the transfer and assignment of the construction contracts to the Public Building Corporation. They were Lazzaro and Kwiatkowski. The Public Building Corporation paid a portion of the work invoiced in the amount of \$3,420).* The Clerk-Treasurer explained that since the payment to a contractor on the Police Station Construction Project was made by the Public Building Corporation mistakenly, the Town Council would need to take steps to formally

reimburse it. The matter would be placed on the agenda of the April 13 plenary business meeting.

6. *Discuss amendment to Section 8.10.080 to bring it more in line with prevailing guidance.* The Clerk-Treasurer provided a draft of possible changes to the existing Sidewalk repair code section that could be revised to bring it more in line with the current guidance regarding the municipality's responsibility for maintenance and repair of the sidewalks. The Clerk-Treasurer suggested that in light of the Public Works Director moving forward with establishing a general Improvement District Town-wide for sidewalk repair assessments, the changes may be desirable or at least timely.

The discussion included the prospects of seeking CDBG funds to allowed for persons who may need the economic assistance if subject to an assessment in the sidewalk repair and improvement program.

7. *Discuss recommended new hire for the position of clerk/dispatcher in public works as recommended by Assistant Public Works Director.* The Assistant Public Works Director seeks to put this on agenda for April 13. The Town Council discussed the recommended candidate for the full-time position of dispatch clerk in public works. The position was recently made vacant owing to an enforced discharge from employment of the person who was in the position.

The Town Council discussed whether the position was needed, or if needed, whether it should be filled at this time, or if filling it with a part-time position would be preferable.

8. *Encumbrances for 2014 into 2015 for your review and action on April 13 and the Recommended agreement from Arsh Group regarding the Zoning Ordinance and Code review. (Supplied for information as both are slated for April 13 meeting)* The Town Council and the Clerk-Treasurer briefly reviewed these matters in advance of their placement on the agenda of the April 13 plenary business meeting.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 06, 2015**, was adjourned at 8:17 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer